

THE STATE



OF WYOMING

JIM GERINGER
Governor

Department of Corrections

700 West 21st Street
Cheyenne, Wyoming 82002
Telephone: (307) 777-7208
FAX: (307) 777-7479

JUDITH UPHOFF
Director

DIRECTOR'S EXECUTIVE ORDER

TO: WSP Complex Administrator and
All WDOC Warden's/Superintendents

FROM: Judith Uphoff, Director
Original signed by Patrick M. Anderson for the Director

DATE: April 3, 2003

SUBJECT: Wyoming State Penitentiary (WSP), South Facility, Offender Property Matrix

NUMBER: 01-001

I. PURPOSE

To define the authorized inmate property for the Wyoming State Penitentiary, South Facility and amend WDOC Policy & Procedures # 3.006, by the attached Offender Property Matrix specific to the WSP South Facility.

II. GENERAL

To provide the guidelines and process authorized for Offender Property at the WSP South Facility per WDOC Policy.

III. PROCEDURES

- A. The WSP Complex Administrator shall be responsible for initiating the attached authorized offender property matrix for the WSP South Facility.
- B. All Procedures as outlined in WDOC Policy and Procedure # 3.006 shall remain in effect and be enforced.
- C. The WSP Complex Administrator, due to safety and security concerns related to the move to the South Facility, will not notify inmates of any change until the authorized move.
- D. This Directive shall become effective upon movement of offenders to the WSP South Facility.

Wyoming State Penitentiary South Facility			Male	South GP	Max	Disciplinary	R & A
PERSONAL ITEMS							
C	1.	Watch - 1 value \$25 or less	M	X	X		X
*	2	Board games - 1 (i.e., checkers, monopoly)	M	X			
C	3.	Hangers - 12 plastic	M	X			
C	4.	Photo album - 2, 40 photo capacity	M	X	X1		
C	5.	Playing cards - 2 decks	M	X	X		
	6.	Ring - 1 as authorized (max value of \$25.00)	M	X	X	X	X
C	7.	Spoon - 1 plastic	M	X	X	X	X
	8.	Wallet - 1	M	X			
*	9.	Eye glasses - 2 pair RX only	M	X	X	X1	X1
C	10.	Sunglasses - 2 pair as authorized	M	X			
	11.	Prosthesis as prescribed	M	X	X	X	X
	12.	Contacts RX clear only	M	X	X	X	X
	13.	Shoe laces - 1 pair as authorized	M	X			
	14.	Calendar - shall contain no metal or staples-glued only	M	X	X		
C	15.	Small plastic bowl - 16 oz with optional lid	M	X	X		
	16.	Photographs	M	40	10	10	10
C	17.	Mesh Canteen Bags	M	2			
C	18.	Storage Bowl (Clear Plastic)	M	2	2	2	2
SMOKING MATERIALS							
C	1.	Cigars - 12 in possession	M	X			
C	2.	Cigarettes - 2 cartons in possession	M	X			
C	3.	Cigarette papers - 2 packages	M	X			
C	4.	Cigarette roller - 1 plastic approved	M	X			
C	5.	Tobacco/can or package - 1 in possession	M	X			
C	6.	Tobacco - chewing - 12 total	M	X	X	X	
		-Combination of the above is not to exceed 24 total of any combination of tobacco products					
C	7.	Cigarette case - 1 clear only	M	X			
RELIGIOUS ITEMS							

Wyoming State Penitentiary South Facility			Male	South GP	Max	Disciplinary	R & A
	1.	Religious articles may be ordered with prior approval of the Chaplain and Facility Captain. Religious articles cannot exceed \$50.00 in value. Religious medallions cannot exceed 1 ½" in length and diameter. All books, reading material, and religious articles must fit within a 1 cubic foot box.	M	X	X	X	X
PUBLICATIONS & WRITING MATERIALS							
C	1.	3 ring binder - 2 (1" plastic ring only 8 ½" x 11")	M	X			
C	2.	Envelopes - 25 blank in possession (may have postage)	M	X	10	10	10
C	3.	Pencils - 10	M	X1			
C	4.	Pens - 10	M	X			
S	5.	Pens, Security	M		1	1	1
	6.	Personal letters - 25	M	X	10	10	10
C	7.	Notebooks - 2 non-metal	M	X			
C	8.	Typing/writing paper - 1 package	M	X	X	X	X
	9.	Legal material in cell must fit in a box (2 cubic feet box)	M	X	X	X	X
	10.	Magazines - 6 in possession in cell	M	X	2		
	11.	Newspapers - 6 in possession in cell	M	X	1		
C	12.	Dictionary - 1	M	X	X		
	13.	Books - 8 (excludes Bible or religious book)	M	X4	2		
	14.	Books - educational as authorized and needed	M	X	X	X	X
C	15.	Address book - 1 (non-metal)	M	X	X	X	X
C	16.	Pencil sharpener - 1 plastic	M	X			
C	17.	Ruler - 1 plastic 12"	M	X			
C	18.	Filler notebook paper - 1 package	M	X			
C	19.	Eraser - gum - 1 block	M	X			
C	20.	High lighter - 1 non-toxic	M	X			
C	21.	Greeting cards - 10 total	M	X			
C	22.	Typewriter ribbons - 2	M	X			
C	23.	Correction tape - 2	M	X			
C	24.	Typewriter Start Rite Kit - 1	M	X			
HYGIENE - TOILET ARTICLES							
C	1.	Aftershave non-alcohol	M	X			

Wyoming State Penitentiary South Facility			Male	South GP	Max	Disciplinary	R & A
C	2.	Hair brush - 1	M	X			
C	3.	Comb - 1 (non metal) 9" max length	M	X	1 S	1S	1S
C	4.	A. Contact solution - 1 max B. Contact solution disinfectant - 1 C. Contact solution enzymes - 1	M	X	X	X	X
C	5.	Dental floss - 1 non-wax	M	X			
C	6.	Deodorant - 1 non-alcohol/non-aerosol, plastic container	M	X	X	X	X
C	7.	Hand/body lotion - 1	M	X	X	X	X
C	8.	Shampoo/hair conditioner - 1	M	X	X	X	X
C	9.	Hair gel - 1 non-alcohol, non-flammable	M	X	X		X
C	10.	Mouthwash - 1 non-alcohol	M	X			
C	11.	Powder, body - 1	M	X			
C	12.	Powder, foot - 1	M	X			
C	13.	Razors - 10 disposable in possession	M	X	1 S	1S	2S
C	14.	Soap - 2 bars	M	X	1	1	1
C	15.	Soap dish - 1 clear soft plastic	M	X	X		X
C	16.	Toilet paper - 4 rolls	M	X	1 S	1S	1S
C	17.	Tooth brush - 1	M	X	XS	XS	XS
C	18.	Tooth brush holder or case - 1 (soft plastic)	M	X			X
C	19.	Toothpaste - 2 tube in possession	M	X	X	X	1X
C	20.	Vaseline - 1 plastic container	M	X			
C	21.	Shaving gel - 1 tube	M	X	X	X	X
C	22.	Shaving cream - 1 tube	M	X	X	X	
C	23.	Facial tissue - 1 box	M	X			
C	24.	Sun block - 1 plastic bottle	M	X			
C	25.	Lip balm - 1 plastic tube	M	X	X	X	
C	26.	Odor eaters - 2 pair	M	X			
C	27.	Hair pick - 1 plastic	M	X	X	X	
C	28.	Facial cream (Noxema or similar)	M	X			
RECREATIONAL ITEMS							

Wyoming State Penitentiary South Facility			Male	South GP	Max	Disciplinary	R & A
*	1.	Hobby craft - Commensurate with appropriate behavior as noted in the inmate incentive level system. No hobby craft will be stored in cell. Only 'art' hobby will be allowed and stored in cell.	M	X			
		Recreation equipment is checked out from Athletic Dept.					
ELECTRICAL ITEMS							
C	1.	Cable adapter - 1 300 to 75 ohm transformer (Only for those TV's that are not cable ready) (per level system)	M	X	X	X	
C	2.	Cable wire - 1 as authorized (per level system)	M	X	X	X	
t	3.	Cassette tapes - 20 total alone or combined with compact discs	M	X	X		
t	4.	Compact discs - 20 total alone or combined with cassette tapes	M	X	X		
C	5.	Calculator - 1 pocket/battery/solar	M	X			
C	6.	Cassette compact combination player - 1 (max. 27" with speakers attached)	M	X	X		
C	7.	Wind up clock - 1	M	X	X		
C	8.	Electric razor - 1	M	X			
C	9.	Ear buds - 1 set (mandatory for all audio equipment) Headphones - 1 set as authorized (per level system)	M	X	X	X	
C	10.	T.V. - 1 - 13" with remote and battery permissible (TV per level system)	M	X	X	X	
C	11.	Typewriter or Wordprocessor - 1 as approved	M	X			
C	12.	Surge protector - power strip - 1 - 6 outlet	M	X	X		
C	13.	Batteries 9V - one 2 pack	M	X	X		
C	14.	Batteries AA - one 2 pack	M	X	X		
C	15.	Batteries AAA - one 2 pack	M	X	X		
C	16.	Batteries watch one extra	M	X	X		
C	17.	Walkman disc and/or am/fm w/ headphones	M	X			
C	18.	Video game machine w/access. as authorized	M	X	X		
	19.	Video game cartridge/CD (10) as authorized	M	X	X		
E	20.	TV convertor box w/ 1 cable as authorized (per level system)	M	X	X	X	
		Maximum and Death row are permitted one electrical item only.					

Wyoming State Penitentiary South Facility			Male	South GP	Max	Disciplinary	R & A
		Maximum and Death Row are permitted one extra battery pack of the size that fits the electrical device.					
		E = May be purchased through the Electronics Shop					
THE STATE MAY ISSUE							
	1.	Work coverall - 1 pair as needed	M	X			
		Jumpsuit/2 piece-one set			X	X3	X1
	2.	Pants, denim - 3 pairs	M	X			
	3.	Shirts as authorized - 3	M	X			
	3a.	Color code per classification: Lavender = ITU Green = Minimum Red = Medium Light Blue = Close Yellow = R&A, TRANSIT and BC Orange = Maximum, Discip.Seg. White = Death Row	M	X	X	X	X
	4.	Shoes as authorized (no steel toes or boots)	M	X	X	X	X
	5.	Socks - 3 pair	M	X	X	X	X
	6.	Undershorts - 3 pair	M	X	X	X	X
	7.	Undershirts, thermal - 2 as needed	M	X			
	8.	Undershorts, thermal - 2 as needed	M	X			
	9.	Coat - 1 (NO NAVY OR BLACK) Color to match classification	M	X			
	10.	Sheets - 4	M	X	X2	X2	X2
	11.	Blankets - 3 as authorized	M	X	X	X	X
	12.	Towels - 4	M	X	X2	X2	X2
	13.	Wash cloths - 4	M	X	X2	X2	X2
	14.	Pillow - 1	M	X	X	X	X
	15.	Pillowcase - 2	M	X	X1	X1	X1
	16.	Slippers/thongs - 1 (Disciplinary segregation can only have slippers)	M	X	X	X	X
	17.	Laundry bag (as needed)	M	X2	X2	X2	X2
	18.	Undershirts (as needed)	M	X	X	X	X
	19.	Shampoo	M	X	X	X	X
	20.	Gloves (as authorized)	M	X			
	21.	Uniform to match classification	M	X2	X3	X3	X2

Wyoming State Penitentiary South Facility			Male	South GP	Max	Disciplinary	R & A
S	22.	Drinking glass	M	X	X	X	X
S	23.	Books	M	X2	X2	X2	
NON-STATE ISSUE							
*	1.	Bathrobe - 1 (no navy or black)	M	X			X
C	2.	Belt - 1	M	X			
C	3.	Belt buckle - 1 (2" x 2" maximum size)	M	X			
C	4.	Ball cap (no navy blue or black) Through Canteen--no insignia or writing of any kind or stocking hat (orange only) - 2	M	X			
C	5.	Gym clothes gym shorts - 2 light grey sweat shirt - 2 light grey sweat pants - 2 (includes jogging suit) light grey	M	X	X		
*	5.a	Athletic supporter - 1 Athletic head band - 2	M	X			
*	6.	Handkerchiefs - 6 white only	M	X			
*	7.	Blue denim pants - 5 (combination state or personal total) must fit appropriately, no oversized or baggy pants.	M	X			
C	8.	Slippers, shower - 1 pair	M	X	X	X	X
C	9.	Under shirts - 6 white only (no zipper, no button, no logo); Segregation--3 under shirts	M	X	3	3	
S	10.	Shirts, button - 2 (state only, must match classification color code)	M	X			
C	11.	Shoes - 2 pair max/includes tennis (no steel toes or boots)	M	X	X1		X1
C	12.	Socks - 9 pair (total combination state or personal)	M	X	X3	X3	X3
C	13.	Undershorts - 9 pair (total combination state and personal)	M	X	X6	X3	X6
C	14.	Thermal top - 3 (total state or personal, white or natural)	M	X	X2	X2	
C	15.	Thermal bottom - 3 (total state or personal, white or natural)	M	X	X2	X2	